

NOTICE

There is a job vacancy at the **BAY COUNTY HEALTH DEPARTMENT**.

JOB TITLE: NURSE PRACTITIONER – FAMILY PLANNING PROGRAM

RATE OF PAY: \$24.59 – \$27.93 per hour*

This is a part-time position (12 to 29 hours per week) with limited benefits as provided for in the agreement between Bay County and the Bay County Public Health Registered Nurses Organization.

GENERAL SUMMARY: Candidate will be thoroughly versed in public health nursing practice, with advanced training in obstetrics and gynecology, and will serve as a specialist in the Family Planning and Health Screening (STD/HIV) Programs. The Family Planning Nurse Practitioner plans, oversees and carries out examinations, medical history interviews, education and counseling necessary for efficient and safe birth control; coordinates Family Planning and Health Screening Program clinical activity and collaborates with laboratory staff. Trains, guides or leads employees in the Family Planning and Health Screening Programs. Supervision is general, received from the Public Health Services Manager.

TYPICAL DUTIES:

1. Plans an orderly system of interviewing clients, taking medical history, completing physical examination and counseling/advising as to appropriate forms of birth control.
2. Elicits and evaluates medical history prior to performing physical examinations. Conducts structured interviews to obtain medical history, known conditions and interest/intent of the individual.
3. Performs complete physical examinations on specified individuals, documents results of physical examinations, and facilitates patient referrals and coordination of services, when necessary, and in collaboration with other health care professionals.
4. Reviews laboratory testing and other pertinent medical information, and diagnoses and prescribes treatment for patient medical issues. Provides needed materials/supplies and explains refill procedures and prescription conditions to program clients.
5. Counsels clients of all ages on appropriate health topics and risks. Evaluates personal/medical conditions and explains various approaches to birth control; provides counseling and client education directed to personal concerns, pro and con effects, cost, etc.
6. Coordinates activities for students and the public to promote health awareness and disease prevention.
7. Assists with researching, writing, and coordinating grants, including monitoring grant expenditures and preparing grant reports.
8. Monitors and maintains appropriate levels of supplies and materials in support of program operations and activities.
9. Participates in lab maintenance activities, ensuring controls are calibrated and evaluated on a regular basis.
10. Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.
11. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Performs emergency response roles, as required.
12. All other duties, as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Masters of Science in Nursing, with certification as a Nurse Practitioner in Family Planning required. Two to four years of experience as a practitioner, including Family Planning Program. Knowledge of Michigan Title X Standards and Guidelines required. Must be licensed as a Registered Nurse in the State of Michigan. Requires a valid driver's license and personal vehicle insurance; must maintain eligibility to drive, per the County's Vehicle policy.

PHYSICAL REQUIREMENTS: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 to 50 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121 no later than **4:00 p.m. Wednesday, February 27, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."